



STATE OF DELAWARE
DEPARTMENT OF FINANCE
DIVISION OF ACCOUNTING
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MEMORANDUM

#00-08

TO: All Department and School Fiscal Officers

FROM: Valencia L. Beaty, Executive Assistant *VLB*

DATE: February 25, 2000

SUBJECT: SUPER CARD PROGRAM

Last fall, the Division of Accounting, in conjunction with PNC Bank, initiated the new small purchase and travel card program (*see Accounting Memorandum 00-05, October 14, 1999*). Over seventy-five individuals, representing state agencies and school districts, attended the initial kick-off presentation. Since that time, sixty-three agencies/school districts have enrolled in the Super Card Program.

As promised last fall, the Division of Accounting and PNC Bank will present additional information sessions during March. Below is the schedule:

- Delaware Technical College, Georgetown Campus
Tuesday, March 14, 2000
12:30 p.m. until 3:30 p.m.
- Grass Dale Center, Delaware City
Wednesday, March 15, 2000
9:00 a.m. until noon
- DNREC Auditorium, Dover
Thursday, March 16, 2000
12 noon until 3:00 p.m.

At each session, a revised copy of the Super Card Purchasing/Travel Program Manual will be distributed. If you are unable to attend any of these sessions, contact Shelley Stanley, Procurement Card Coordinator; she will be happy to forward a copy to your attention after March 16, 2000. Shelley’s telephone number is 302-744-1054, or you may e-mail her.

As a reminder, agencies and school districts are required to forward a copy of their internal control procedures to Shelley **prior** to the issuance of any cards. Procedures should be consistent with those outlined in the Budget and Accounting Policy (*see Chapter XIV*), although agencies/school districts may impose more stringent controls.

A sample of an internal controls document is contained in the manual. Additionally, Shelley is available to assist you with the development/revision of your procedures. **Agencies/school districts, which have not submitted their new internal control procedures (or a modification of existing procedures) by April 14, 2000, will have their cards suspended.**

Thank you for your continued support of this program. Should you need directions to any of the locations, please contact Shelley or Phyllis Jurczak, Senior State Accountant, at 744-1052. Alternatively, you may check the Division of Accounting’s website at www.state.de.us/account.

Cc: John C. Carney, Secretary of Finance
Vince Meconi, Secretary of Administrative Services
Clifford B. Edwards, Director, Division of Accounting
Blaine Herrick, Director, Division of Purchasing
Phyllis Jurczak, Sr. State Accountant, Division of Accounting
Shelley Stanley, Procurement Card Coordinator, Division of Accounting
Michael Conaway, Division of Purchasing
Michael Sabol, Division of Purchasing